

Rules 2002 Administrative License  
Frequently Asked Questions

		Question and Answer
<b>1</b>	<b>Q</b>	<b>I have just received my Rules 2002 Initial Practitioner Administrative License. What do I do next?</b>
	<b>A</b>	After you attain your first administrative position, you must complete the Indiana Mentoring and Assessment Program. After successful completion of the program, you can be considered for the Proficient Practitioner License. The Indiana Mentoring and Assessment Program is a two-year program coinciding with the two-year validity period of the Rules 2002 Initial Practitioner License and includes successful completion of an Individual Development Plan (Goal Action Plan) and an online Indiana School Leaders Assessment, in the second year of the program.
<b>2</b>	<b>Q</b>	<b>I have a Rules 2002 Administrative license, but have not secured an administrative position. What happens if my license expires before I accept a position? When would my internship begin?</b>
	<b>A</b>	The Initial Practitioner License, valid for two (2) years, may be renewed at the two-year and four-year points from the date of issue by completing the appropriate forms. These renewals will not require continuing education. The internship begins once you are hired and working in an administrative capacity.
<b>3</b>	<b>Q</b>	<b>Who is required to participate in the Indiana Mentoring and Assessment Program?</b>
	<b>A</b>	Beginning administrators who: <ul style="list-style-type: none"> <li>• hold an Indiana Initial Practitioner license acquired after July 1, 2003</li> <li>or</li> <li>• hold a Reciprocal Permit acquired after July 1, 2004 with an assessment program requirement</li> </ul> and

		<ul style="list-style-type: none"> <li>• are employed in an administrative position for at least three (3) clock hours per day in an Indiana public school or a state accredited non-public school.</li> </ul> <p><u>Individuals with a Rules 46-47 license are not enrolled.</u></p>
4	Q	<b>Who must secure an administrative mentor for the beginning administrator?</b>
	A	<p>The superintendent is responsible for securing a mentor for the beginning administrator. The superintendent enrolls the beginning administrator by completing and submitting the IMAP enrollment form to the Division of Professional Standards. Superintendents and district facilitators can obtain a list of certified mentors by emailing <a href="mailto:IMAPhelp@doe.state.in.us">IMAPhelp@doe.state.in.us</a></p>
5	Q	<b>When must I enroll in the Indiana Mentoring and Assessment Program?</b>
	A	<p>The superintendent or district facilitator is responsible for enrolling the beginning administrator in the Indiana Mentoring and Assessment Program each year by October 1<sup>st</sup> or within 10 days of hire or assignment to a school district (whichever date is later). Registration occurs on an annual basis until the beginning administrator has met all program requirements</p>
6	Q	<b>If I have an out-of-state Administrator's license, do I need to enroll in the program?</b>
	A	<p>If you have completed an out-of-state educational leadership program, you will need to submit an application for evaluation of your credentials to the Division of Professional Standards to determine eligibility for the appropriate Indiana administrative license. The checklist can be downloaded at <a href="http://www.doe.state.in.us/dps">www.doe.state.in.us/dps</a></p> <p>If you hold a valid out-of-state Administrative License equivalent to the Standard or Proficient Practitioner License and have two (2) years creditable, out-of-state administrative experience, you will be exempt from enrolling in the program.</p> <p><i><b>Please note:</b> If you completed an in-state educational leadership program and hold ONLY an out-of-state administrative license, you will need to contact the licensing advisor at the institution where</i></p>

		<i>you completed your in-state program.</i>
<b>7</b>	<b>Q</b>	<b>I hold a Rules 46-47 Administrative License; however, I am obtaining a license in another Administrative Area. Do I need to enroll in the Indiana Mentoring and Assessment Program?</b>
	<b>A</b>	If you hold a Rules 46-47 Administrative License and obtain a new Administrative License under Rules 46-47, and hold a Proficient Practitioner License, you will not be required to complete the Indiana Mentoring and Assessment Program.
<b>8</b>	<b>Q</b>	<b>What happens if I change positions before I complete the Mentoring and Assessment Program?</b>
	<b>A</b>	Your school district should notify the Division of Professional Standards of any changes in status. Individual candidates are not responsible for informing the Division of Professional Standards of changes.
<b>9</b>	<b>Q</b>	<b>When should I submit evidence of completing the Indiana Mentoring and Assessment Program in order to obtain my Proficient Practitioner License?</b>
	<b>A</b>	Materials should be submitted by June 15th to ensure timely processing of the license.
<b>10</b>	<b>Q</b>	<b>Are there different mentoring and assessment requirements for administrators serving in Charter Schools or state accredited Private Schools?</b>
	<b>A</b>	<p>No, the requirements for the Indiana Mentoring and Assessment Program are the same as for those employed in public schools.</p> <p>Administrative Mentor</p> <p>Superintendents are responsible for assigning mentors who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• possess a Rules 2002 Proficient Practitioner License for Administration or a Standard Administrative License issued under Rules 46-47 and a minimum of three (3) years of administrative experience,</li> <li>• demonstrate effective administrative practice as defined by</li> </ul>

Indiana standards for administrators,

- exhibit the ability to work cooperatively as a team member to aid the professional growth of a beginning administrator,
- demonstrate a professional commitment to improving the initiation of beginning administrators into the administration/supervision/leadership profession,
- exhibit the ability to relate effectively to adult learners,
- exhibit the ability to be reflective and articulate about the craft of administration/leadership,
- demonstrate other criteria as may be deemed necessary by the Division of Professional Standards, and
- complete a board approved mentor training session.\*

\*. *Dates and locations can be obtained by*

[IMAPhelp@doe.state.in.us](mailto:IMAPhelp@doe.state.in.us)

What is my role in serving as a mentor?

An administrative mentor supports a beginning administrator during participation in the Indiana Assessment and Mentoring Program. The mentor should assist the beginning administrator with:

- developing skills in problem solving, analysis, and reflection on his/her leadership behaviors
- developing effective leadership practices that facilitate student learning
- identifying the effective administrative strategies that conform to the foundational skills and competencies as well as content specific standards of the Division of Professional Standards